

ADMINISTRATIVE AFFAIRS COMMITTEE

October 26, 2011

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, October 26, 2011**, at **2:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes – September 21, 2011
3. Health Care – Wellness Policy
4. Personnel Policy Manual – Policy Amendments
5. CY 2012 Budget & Staff Compensation
6. WSOS – Space Rental
7. Other
8. Adjournment

A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Howard Elstro	City of Lima
Mr. Jim Link	Allen County
Mr. Dan Reiff	Allen County
Mr. Thomas Tebben	City of Lima

STAFF

Ms. Marlene Schumaker Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES – SEPTEMBER 21, 2011

Motion 33 (10-26-11) AAC

Dick Accountius made the motion to accept and approve the AAC minutes of September 21, 2011. Seconded by Howard Elstro; motion carried.

3. HEALTH CARE – WELLNESS POLICY

Marlene Schumaker explained to the Committee that the County ran a wellness program for all County employees and LACRPC employees were encouraged to participate. Marlene Schumaker reported that employees were granted work time to participate in the wellness program.

4. PERSONNEL POLICY MANUAL – POLICY AMENDMENTS

Marlene Schumaker gave a list of policy amendments to the Committee. Each amendment was discussed.

4. **PERSONNEL POLICY MANUAL – POLICY AMENDMENTS** (Continued)

Motion 34 (10-26-11) AAC

Gregory Berquist made the motion to adopt all of the recommended policy manual changes. Seconded by Dick Accountius; motion carried.

While discussing the changes to the policy manual the meal allowances were discussed.

Motion 35 (10-26-11) AAC

Jim Link made the motion to increase meal allowances as follows: breakfast, \$10.00; lunch, \$13.00; and, dinner, \$20.00. Seconded by Gregory Berquist; motion carried with one nay vote (Dick Accountius).

5. **CY 2012 BUDGET & STAFF COMPENSATION**

Marlene Schumaker explained to the Committee that an employee has received his Masters and staff's recommendation is to move him from an Intern into the classification of Associate Planner at the base rate for that classification.

Motion 36 (10-26-11) AAC

Howard Elstro made the motion to move the employee from an Intern into the classification of Associate Planner at the base rate for that classification. Seconded by Dan Reiff; motion carried.

6. **WSOS – SPACE RENTAL**

The committee was given an update of WSOS's use of the front office.

7. **OTHER**

None.

8. **ADJOURNMENT**

Motion 37 (10-26-11) AAC

Gregory Berquist made the motion that the meeting be adjourned. Seconded by Howard Elstro; motion carried.